

# 2016 ROSTER VERIFICATION

## State Guidelines

March 5, 2016

This document outlines the 2016 Roster Verification Guidelines from the Ohio Department of Education to inform the spring 2016 roster verification process and to guide school districts, community schools and joint vocational schools in fully verifying instructional relationships among teachers, grades/subjects and students. These guidelines include: 1) when the process occurs, 2) who will be involved, 3) how to document instructional responsibility and 4) how to handle many special situations so that teachers can verify rosters using the most complete information available.

## Scope

### WHAT:

Roster Verification is the process that facilitates validation of which teacher teaches what subject to which students in support of value-added student growth measures. Roster verification directly involves educators in the process that assigns instructional responsibility for the students they teach.

Roster Verification allows educators to verify the following four pieces of information:

1. The grades/classes/subjects they taught;
2. The students who received instruction from them;
3. The months during which students received instruction from them; and
4. The percentage of instructional responsibility they had for each student during the months selected (verifying sole – or a percentage of – shared instructional responsibility).

**Currently, the primary purpose of roster verification is to provide teacher-verified roster data that will be used to develop EVAAS value-added reports. These reports will be included in the electronic Teacher and Principal Evaluation System (eTPES).**

### WHO: Participating Individuals

- **Statewide**, all licensed/certified teachers planning and/or providing instruction for students in:
  - Grades 4, 5, 6, 7 and 8 Math and English Language Arts;
  - Grades 5 and 8 Science;
  - Grade 6 Social Studies;
  - Algebra I for high school credit;
  - American History for high school credit;
  - Biology for high school credit;
  - English I & II for high school credit;
  - Geometry for high school credit; and
  - Integrated Math I & II for high school credit.
- All rosters associated with the grades and subjects cited above must be verified.
- Fundamentally, if there is a chance any student in a class will be taking an end-of-course state test all students on that class roster should be verified.
- Any district, community school or joint vocational school participating in approved vendor value-added services with Battelle for Kids are expected to include teachers who are planning and/or providing instruction in the applicable subjects/courses. If you have questions about whether or not your district, community school or joint vocational school is participating in one of these programs, please contact a school administrator or [Battelle for Kids](#).

- Teachers in team-teaching situations who are collaborating in student instruction for a course should participate in roster verification.
- Teachers employed outside of the local school district, but contracted to provide instruction to students in the grades and subjects cited above should participate in roster verification through the district the students are attending.
- The following instructional staff should **not** participate in roster verification:
  - Substitute teachers who hold both short-term or long-term substitute positions; and
  - Tutoring program staff or instructional support staff who **did not** plan and/or provide instruction for students.
- When a teacher’s roster for a high school course with a state end-of-course test includes students from multiple grade levels, all students in the class should be verified on the roster. Doing so will permit teachers to review their classes in their entirety. However, students scheduled to graduate prior to 2018 on these rosters will not be included in value-added calculations.
- The superintendent has the responsibility to affirm that verified data will be used in the value-added analysis at the teacher level.
- Community schools that want to receive teacher-level value-added reports must participate in roster verification.

**WHEN:**

**2016 Roster Verification Process Timeframe**

Training for Principals	April 11 – April 22	Principals will be trained on how to use the BFK• Link® system
Training for Teachers	April 28 – May 4	Teachers will be trained on how to use the BFK• Link® system via online webinars

School Setup Period	April 11 – April 26	Principals and support teams can log into BFK• Link® to: <ul style="list-style-type: none"> <li>• Verify the staff list and staff assignments</li> </ul>
Teacher Linkage Period	April 27 – May 17	Teachers can log into BFK• Link® to: <ul style="list-style-type: none"> <li>• Verify classes and subjects or courses they taught;</li> <li>• Review their class rosters;</li> <li>• Include student membership in their classes;</li> <li>• Assign percentage of instruction they provided each student.</li> </ul> Principals/support teams should: <ul style="list-style-type: none"> <li>• Monitor teacher completion;</li> <li>• Review submitted classes (instructional responsibility) and approve them;</li> <li>• Monitor alerts.</li> </ul>
Principal Approval Period	May 18 – June 3	Principals should: <ul style="list-style-type: none"> <li>• Perform final review of classes</li> <li>• Review staff instructional responsibilities and alerts before giving final approval.</li> </ul>

## Handling Special Cases

### Teachers assigned after the school year has started

Teachers who assumed responsibility for a class after the school year has started will verify their class rosters beginning in the month they began providing instruction.

### Teachers who are no longer employed

Teachers who are no longer employed as teachers in any Ohio public school – for whatever reason – are not included in roster verification. Principals should delete the rosters of these teachers during the school setup phase.

### Number of Full-Time Students

Teachers who are required to participate in roster verification (i.e., those teaching the subjects/courses described above) should complete the process regardless of the number of students they have taught during the school year. Ohio's value-added provider will calculate minimum requirements for full-time students and sufficient test scores during the analysis phase of value-added report production.

### Teachers on Extended Leave

Schools have a few options for how to handle class rosters for teachers not present during the time of roster verification. If the teacher is expected to return during the review and approval period, the teacher can meet with the school administrator and provide the information for the administrator to verify and submit the roster. If district, community school or joint vocational school policy permits, teachers can verify rosters from a remote computer while on extended leave. Please note: teachers who plan and/or provide instruction only in the May/June time period are exempted from roster verification.

### Team Teaching Assignments

Team teaching describes a situation where more than one teacher shares the responsibility for planning and/or delivering instruction. Teachers should claim a percentage that reflects their own instructional responsibility for each student they have taught. Each teacher on the team will individually verify a class roster.

### Substitutes

Substitute teachers, whether long-term or short-term, do **not** participate in roster verification as they are not subject to the Ohio Teacher Evaluation System. Principals are responsible for ensuring that substitute teachers do **not** verify rosters. Contract status determines whether the teacher is a substitute or not.

### Missing Students in Class Roster

Teachers shall add students missing from the class roster by doing a thorough search using the "Add Missing Student" feature in BFK•Link®, the Web application that facilitates roster verification. If the teacher does not find the student after this search, he or she should contact the principal or a support team member, who should contact the Management Council of the Ohio Education Computer Network or Battelle for Kids' application support to have the student added to the master database. They will need to provide legal first, middle and last name, district, community school or joint vocational school student ID, state student ID (SSID), birth date, and grade level of the student. Once the support team adds the student to the database, the teacher will be able to add the student to the appropriate class rosters.

**If a student comes into a district, community school or joint vocational school after the spring administration of the state assessments, the student should not be added to the teacher's roster.**

### Educator State ID Usage

A teacher's Ohio Educator State ID is required for the roster verification process. If a teacher cannot be located in BFK•Link®, a new staff account should be created with a valid Ohio Educators State ID. The Ohio Educator State ID is located in the upper left corner of the educator's license, which the teacher or a licensure e-signer can search for in the ODE.CORE application within SAFE. With a birth date and complete name, you also can search for the [educator state ID here](#).

## Student Data

The names of students used to populate the roster verification application come from the State Student Identifier System (SSID). To ensure a consistent name match between what is used in roster verification in the spring, and value-added reports in the fall, we strongly recommend districts, community schools and joint vocational schools make regular updates to their records in the State Student Identifier System. Typically, the district, community school or joint vocational school staff member who handles Educational Management Information System (EMIS) data can make changes to the State Student Identifier System (SSID) file. If needed, information technology centers can assist districts with this activity. **Student names in the BFK•Link® system will be updated on April 26, May 10 and following the close of roster verification.**

## Student Attendance

As long as a student is enrolled in a class and is on the roster, the teacher should account for that student in roster verification. Daily student attendance within a teacher's individual class, however, should not be taken into consideration during roster verification. As per ORC 3319.112 (A)(1)(b), the Ohio Department of Education will remove any student from the analysis who has a total of 45 days or more of excused or unexcused absences during the academic year.

## Enrollment

Students enrolled for a majority (more than half) of the instructional days available in a given month should be included in roster verification. Expelled students receiving instructional services for a majority of the days available in a given month from an institution outside of the district, community school or Joint Vocational School may be removed from a teacher's roster for that specific time period.

The rosters of students receiving instructional services from a specialized and separate program within their home district should be verified by the teacher(s) responsible for planning and/or delivering their instruction for a majority of the instructional days available in each given month.

## Educational Service Center Rosters

Designated educational service center supervisors or directors will perform roster verification administrative functions – school setup, the monitoring of teacher roster verification and the review and approval process – for all educational service center rosters composed of students from multiple districts. In cases where an educational service center roster is composed of students exclusively from one district, the building principal will perform these roster verification administrative functions. Educational service center rosters should be reviewed carefully. If rosters are inadvertently deleted or not loaded, educational service center supervisors or teachers may need to enter the data directly into BFK•Link®.

## Online Courses

Teachers who teach in an online environment can contribute to the growth of students and this can be reflected through the roster verification process. What determines the amount of instructional responsibility is dependent on the teacher's role in planning and/or providing instruction in the online course. Some online courses may not include any planning or provision of instruction, while others may include some, or all of it. Roster Verification 2016 FAQs include scenarios that may assist in making this determination.

## Intervals of Instruction

Semester full year equivalent courses—where instruction for a traditional year-long course takes place in a single semester—should be represented as such within the roster verification application. However, in cases where students advance through grades/subjects at highly variable rates, traditional courses should be represented as being proportional to a year-long course. This is particularly true for students in courses using a mastery learning or competency-based model where course time varies widely.

## Teachers Not Participating in Roster Verification

Teachers employed by alternative education providers such as the Positive Education Program, Educational Alternatives and the Marsh Foundation should not participate in roster verification.

## Content Alignment and Roster Verification

A teacher should only verify rosters for those classes that are aligned with state learning standards and state

tests for the subjects or courses cited in the section titled “WHO: Participating Individuals” on page 1. Classes not aligned to appropriate grade-level learning standards and state tests should not be verified.

### **Algebra I or Integrated Math I for High School Credit Taken Before High School**

As cited above, teachers with classes aligned to corresponding state learning standards and state tests participate in roster verification. Classes awarding high school credit to students taking Algebra I or Integrated Math I courses aligned with state learning standards and assessments are no different. Rosters containing students in these classes – regardless of their grade level – must be verified in the class or subject they are taking. Students below ninth grade who are taking high school-level courses for high school credit are to take the state end-of-course tests that match the high school-level courses. Further, these students are prohibited from taking the state tests for the courses at their current grade levels.

### **Teachers of Language Arts**

Language arts teachers should verify rosters if the teacher is responsible for content defined in Ohio’s English language arts standards.